

MILACA CITY COUNCIL AGENDA  
JANUARY 19, 2016

1. Call meeting to order
2. Roll Call
3. Oath of Office for Newly Elected Mayor and Councilor Members
4. Set Agenda
5. Consent Agenda
  - a) Minutes of the December 15, 2016 City Council Meeting
  - b) Minutes of December 22, 2015 Special City Council Meeting
  - c) Bills for payment
  - d) Budget Adjustments; Resolution # 17-01
  - e) NSF Write-offs; Resolution # 17-02
  - f) Donations Resolution; Resolution # 17-03
  - g) Assessing Unpaid Fire Department Charges for Service; Resolution # 17 -04
  - h) Official Appointments Resolution # 17-05
  - i) Unpaid Water Bill; Resolution 17-06
6. Citizens Forum
7. Public Hearing
8. Requests and Communications
9. Ordinances and Resolutions
  - a) Ordinance Amendment; User Fees for Gorecki Park
10. Reports of Boards and Commissions
  - a. Planning commission
  - b. Economic Development commission
  - c. Airport commission
  - d. Parks commission
  - e. MCAT
11. Unfinished Business
  - a. Prior month citizen forum comments
  - b. St. Mary's Church Plowing
  - c. Clean-up of 460 Second Ave NE
12. New Business
  - a) 2017 Goals and Priorities
  - b) Proposed Data Practices Policies
  - c) No Parking Rules in City Lot Near Theater
  - d) Bond Refunding
13. Council Comments
14. Adjourn

## Council Meeting Packet Memo

**To: Honorable Mayor and Members of the Milaca City Council**

**From: Bob Derus, Interim City Manager**

**Date: January 17, 2017**

**Re: Review/Comment on January 19, 2017 City Council Meeting**

1. Call meeting to order
2. Roll Call
3. Oath of Office Newly Elected Mayor and Council Members
4. Set Agenda
5. Consent Agenda
  - a) Minutes of the December 15, 2016 City Council Meeting *(see enclosed)*
  - b) Minutes of December 22, 2015 Special City Council Meeting *(see enclosed)*
  - c) Bills for payment *(see enclosed)*
  - d) Budget Adjustments; Resolution # 17-01 *(see enclosed)*
  - e) NSF Write-offs; Resolution # 17-02 *(see enclosed)*
  - f) Donations Resolution; Resolution # 17-03 *(see enclosed)*
  - g) Assessing Unpaid Fire Department Charges for Service; Resolution # 17 -04 *(See enclosed)*
  - h) Official Appointments Resolution # 17-05 *(see enclosed)*
  - i) Unpaid Water Bill; Resolution 17-06 *(see enclosed)*
6. Citizens Forum
7. Public Hearing
8. Requests and Communications
9. Ordinances and Resolutions
  - a) Ordinance Amendment; User Fees for Gorecki Park; *Staff will report at the meeting.*
10. Reports of Boards and Commissions
  - a. Planning commission
  - b. Economic Development commission
  - c. Airport commission
  - d. Parks commission *(see enclosed minutes from the 11-15-16 Parks Commission meeting.)*
  - e. MCAT
11. Unfinished Business
  - a. Prior month citizen forum comments *(there were no comments during open forum last month)*

b. St. Mary's Church Plowing

*At the last meeting the City Council discussed the City street right-of-way (extension of 3<sup>rd</sup> Ave SE) that extends the length of St. Mary's property, and is part of St. Mary's parking lot. Staff recommended looking into officially vacating the right-of-way, since there is a limited public purpose. Staff suggested waiting until the attorney could research whether the City could vacate the "maintenance" of the street, while maintaining the underlying right-of-way, since this would preserve the option of someday extending the street to the south. City Attorney Toven will report at the meeting.*

c. Clean-up of 460 Second Ave NE

*The process of clean-up of 460 2<sup>nd</sup> Ave NE was delayed at the last meeting because it was discovered that the bank had foreclosed the property. City Attorney Toven was going to look into the matter and will report at the meeting.*

12. New Business

a) 2017 Goals and Priorities *(see enclosed memo on proposed goals and priorities for 2017; I'll report at the meeting.*

b) Proposed Data Practices Act Policies

*City Attorney Toven put together the enclosed Data Practices Policies. He will explain at the meeting.*

c) No Parking Rules in City Lot Near Theater

*Staff will update at the Council meeting.*

d) Bond Refunding

*I have been speaking with George Eilertson, from Northland Securities, about a possible refunding of the 2006 Library Bond. It looks like it will be advisable to do so, since we should be able to save approximately \$30,000 or more. Since rates are trending up a little, it is probably advisable to do this as soon as possible. I have also been discussing this with the First National Bank, and they interested in purchasing the refunding. I will update at the meeting.*

13. Council Comments

14. Adjourn



## OATH OF OFFICE

### OATH

*State of Minnesota*

SS:

*County of Mille Lacs*

*I, Harold Pedersen, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will discharge faithfully the duties of the office of Mayor of Milaca in the County of Mille Lacs, the State of Minnesota, to the best of my judgment and ability.*

\_\_\_\_\_  
*Signature*

ATTEST:

\_\_\_\_\_  
Bob Derus, Interim City Manager

Date: \_\_\_\_\_

**MILACA CITY COUNCIL MINUTES  
DECEMBER 15, 2016 MEETING**

**Call to Order Roll Call**

The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Pedersen. Upon roll call the following Council members were present: Mayor Pederson, Councilors Dillan, Gahm, Muller, and Johnson. Council member      was absent.

Staff present: City Treasurer Gann-Olehy, City Attorney Toven, Public Works Director Steve Burklund, Park Director Greg Myer and Interim City Manager Derus.

Others present:

Donald and Cheryl Bailey, John and Kris Archibald, Austin Gerth, Deacon Gene Kramer, Cecilia Soderberg, and Tom Sauer.

**Consent Agenda**

Motion by Johnson, second by Muller, to approve the consent agenda items:

1. Minutes of the November 17, 2016 City Council Meeting
2. Minutes of December 8, 2015 Special City Council Meeting
3. Bills for payment
4. City Treasurer's Report
5. Approve a transfer of \$50,500 from the Liquor Fund to the General Fund for band shell expenditures
6. Approve a transfer of \$71,161.18 from the Liquor Fund to the Capital Projects Fund for Rec Park Improvements

Motion carried unanimously.

**Citizens Forum**

No one spoke during the open forum. Derus asked the Council to consider revising the agenda as follows:

1. Adding an approval of an amendment to the Ogilvie Joint Powers Agreement under unfinished business.
2. Add a discussion of the rental of the warming house while it is used by being the public.
3. Remove item 12 from the agenda "Workshop on the Community Calendar with the Chamber."

Motion by Johnson, second by Muller, to add approval of an amendment to the Ogilvie Joint Powers Agreement and a discussion of the rental of the warming house while it is used by being the public, under unfinished business; and remove the item, "Workshop on the Community Calendar with the Chamber" from the agenda.

Motion carried unanimously.

**Public Hearing**

**Consideration of Declaring a Hazardous Building Located at 235 3<sup>rd</sup> Ave SE**

A 6:32 PM Mayor Pederson declared the meeting open for public hearing on the proposal to declare the building located at 235 3<sup>rd</sup> Ave SE a Hazardous Structure, and asked if there was anyone who wished to comment on the matter. No one spoke. At 6:32 Mayor Pederson closed the Public Hearing. Pederson explained the Council would consider taking action on the matter at little later in the meeting.

**Consideration of Declaring a Hazardous Building Located at 560 3<sup>rd</sup> St SE**

A 6:33 PM Mayor Pederson declared the meeting open for public hearing on the proposal to declare the building located at 560 3<sup>rd</sup> St SE a Hazardous Structure, and asked if there was anyone who wished to comment on the matter. No one spoke. At 6:33 Mayor Pederson closed the Public Hearing. Pederson explained the Council would consider taking action on the matter at little later in the meeting.

### **Truth in Taxation Public Meeting**

Mayor Pederson briefly introduced the Truth in Taxation Public Meeting. He explained the background of the Council's original proposal to increase the levy by 12.5% but, after a special budget meeting last week, the Council has decided to scale back the increase to 2.5 %. The original proposal was to add a park worker and a police officer for 2017. However, with the reduction in levy those additions could only be achieved by cutting in other areas. Pederson then asked for public input.

William Konse asked for clarification on the reduction of the levy and how it would impact his taxes.

Victor Lease noted that his taxes are proposed to go up \$450, which was a 79% increase.

This led to a general discussion about taxes and the proposed levy; the Council discussed the following:

- The city taxes will go down from what was reported on the proposed 2107 tax statement, but is difficult to say exactly how much, since there are other factors that impact the increase or decrease in taxes; including value changes on an individual property of grouping of properties; tax classifications, recent improvements to a property, etc.
- County tax proposal, which originally proposed to increase the County portion of taxes significantly, was scaled back to a 4.9% increase.
- Discussed the percentages of City taxes; some of the proposed levy is due to repayment of bonds (about ½) and some is for general purposes.

Don Baily inquired about industrial and commercial properties; he wanted to know who pays for tax incentives for business development. The Council responded that generally it is through Tax Increment Financing and so the new business or expanded business picks up that cost.

At 7:01 Mayor Pederson closed the Truth-in-Taxation Public Meeting.

### **Requests and Communications**

There were no requests or communications.

### **Ordinances and Resolutions**

#### **Resolution No. 16 - 36 Approving 2017 Budget and Levy**

Motion by Gahm, second by Dillan, to approve Resolution No. 16 – 36, Approving Resolution No. 16 - 36 Approving 2017 Budget and Levy

Motion carried unanimously.

#### **Resolution No. 16 – 37 Approving 2017 liquor and tobacco licenses**

Motion by Dillan, second by Gahm, to approve Resolution No. 16 – 37 Approving 2017 liquor and tobacco licenses

Motion carried unanimously.

#### **Resolution No. 16 – 38 Assessing An Unpaid Water Service Charge 450 Central Ave S**

Motion by Johnson, second by Muller, to approve Resolution No. 16 – 38 assessing an Unpaid Water Service Charge at 450 Central Ave S

Motion carried unanimously.

#### **Resolution No. 16 – 39 Assessing An Unpaid Water Service Charge 260 2nd Ave NW**

Motion by Johnson, second by Dillan, to approve Resolution No. 16 – 39 Assessing an Unpaid Water Service Charge 260 2nd Ave NW

Motion carried unanimously.

**Resolution No. 16 – 40 Assessing Unpaid Water/Sewer Bills**

Motion by Dillan, second by Johnson, to approve Resolution No. 16 – 40 Assessing Unpaid Water/Sewer Bills  
Motion carried unanimously.

**Resolution No. 16 – 41 Declaring a Hazardous Building at 235 3<sup>rd</sup> Ave SE**

Motion by Dillan, second by Muller, to approve Resolution No. 16 – 41 Declaring a Hazardous Building at 235 3<sup>rd</sup> Ave SE  
Motion carried unanimously.

**Resolution No. 16 – 42 Declaring a Hazardous Building at 560 3<sup>rd</sup> St SE**

Motion by Johnson, second by Muller, to approve Resolution No. 16 – 42 Declaring a Hazardous Building at 560 5th St SE Motion carried unanimously.

**Reports of Boards and Commissions**

**Planning Commission**

There was no Planning Commission meeting in November.

**Economic Development Commission**

The EDA meets the following day.

**Airport commission**

Ken reported on the following items relative to airports commission:

- There was not a quorum at the last meeting
- The airport is in good shape; it is regarded as one of the best grass strip runways in the state
- There is a bill set for signing by the President, that would greatly reduce capital costs at the airport
- MNDOT has increased for M& O for the airport, the new contract is \$5,944 (SFY 15- 17) up from \$3,800 (SGY 13 -14)
- Still looking to get an FBO to locate to Milaca

**Parks commission**

Mayor Pederson reported that the Park Commission met the previous evening and had the following updates:

- The main thing they want to do is switch the meetings from right after Council meeting to right before, so there is a current report going to the Council; the plan is to switch it to the first Tuesday of the month
- The Commission is looking for volunteers to serve on the Commission
- They are trying to make sure the rink is open for the Christmas holiday

**MCAT**

Councilor Dillan mentioned that the Snow Daze event will be February 6 through February 11 and the start time is a little later at 4:00 PM. There will be full-moon so there will be some great opportunities for snow shoeing, cross country skiing and other outdoor activities. It also happens on the same days as the School's Snow Daze events. Updates will be on the web page.

**Unfinished Business**

**Prior month citizen forum comments**

Derus mentioned that there was an article which ran in the paper on cleaning sidewalks. Also, the City has an ordinance requiring sidewalks to be cleaned and it is enforced. He also noted that Public Works contacted Heritage House and Daddy O's prior to installing the no parking signs.

### **Follow-up on Items from Last Council Meeting**

No other items from the last meeting were discussed.

### **Clean-up of 460 Second Avenue NE**

City Attorney Toven explained the background of this item and explained it is moving forward. Staff pointed out they just received notice that the property has been foreclosed and it is now owned by the bank. Toven will look into the matter and report back at a future meeting.

### **Amendment to the Ogilvie Joint Powers Agreement**

Staff briefly explained the proposed modification the Joint Powers Agreement with the City of Ogilvie, an increase to \$43,500 for 2017 contract.

Motion by Muller, second by Gahm, to approve the Joint Powers Agreement with the City of Ogilvie, as presented.

Motion carried unanimously.

### **Clarification of Rental of Warming House during Skating Season**

Derus inquired how the Council would like to approach rental of the warming house during skating season. The Council briefly discussed and recommended that if someone wants to rent it, they still can. However, it also has to remain open to the public for use as a warming house.

### **New Business**

Derus briefly provided a background to the City Council about the city's plowing of the St. Mary's Church parking lot. There is a street easement that extends through their parking lot. The City has plowed the street easement area at no cost to the Church, and then also plows the balance of the parking lot and bills the church for this extra cost. Derus suggested there is not an apparent public purpose and suggested the Council consider vacation of the easement for street purposes, or for maintenance purposes only. A number of representatives of St. Mary's Church were at the meeting, including Deacon Gene Kramer, Cecilia Soderberg and John and Kris Archibald. The Council discussed the following items related to the topic:

- Issues for and against vacating the street easement; cost of maintenance, perception of the city plowing a private parking lot, whether vacation of this street would land-lock any adjacent properties, etc. Staff speculated that it looked like if the City did vacate the street, it would not land-lock any properties.
- Deacon Kramer provided some background and explained the church did pay for the maintenance. He also requested that regardless what the Council decided that the City continue plowing through this snow season. The Council indicated that is probably what will happen.
- Council said this was not a good precedent, since the City was, in part, plowing private property.
- Attorney Toven will look into the possibility of leaving the easement, but vacating the public maintenance of the street.

### **Council Comments**

The Council suggested that staff change the policy to only renting city facilities in the calendar year and allowing rentals of up to 3 years in advance. Staff will look into this.

Ken Muller mentioned that a 6,000 acre area around the airport was zoned in 1974 and the County had recently requested a map of this area.

**Adjourn**

With no other business, a motion to adjourn was made by Johnson, second by Muller, all present voted in favor and the meeting adjourned at 8:05 p.m.

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Mayor Harold Pedersen

ATTEST

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Bob Derus Interim City Manager

**MILACA CITY COUNCIL MINUTES  
DECEMBER 22, 2016 SPECIAL MEETING**

**Call to Order Roll Call**

Pursuant to due call and notice a special meeting of the Milaca City Council was held on Thursday, December 22, 2016. Mayor Pederson called the meeting to order at 4:30 p.m. Upon roll call the following Council members were present: Mayor Pederson, Councilors Gahm, Muller, and Johnson. Council member Dillan was absent. Staff present: Police Chief Quaintance, Deloris Katke, Patty Miller and Interim City Manager Derus.

**City Manager Discussion**

The purpose of the meeting was to discuss options for recruiting a City Manager. Interim Manager Derus explained that the Council may want to consider some changes to improve the potential for success; he suggested increasing the salary range, putting together a position profile to do help promote the city and job to prospective applicants and finally, be open to candidates that may not commit to moving to the city. He also questioned whether the Council wanted to wait a while, or to begin recruiting immediately. The Council discussed and agreed, by consensus, to the following:

- The salary range was increased to \$85,000
- They decided to restart the recruitment process as soon as possible; and thought the job ad should be out approximately 6 weeks, or until mid-February.
- They wanted Derus to prepare a position profile.
- They did acknowledge they may have to be comfortable with someone not living in the City.

**Police Chief Request to Promote Part-time Officer to Full-time**

Chief Quaintance asked the Council to consider promoting Travis Johnson from part-time officer to full-time. He has been offered a full-time position with Mille Lacs County Sherriff's department after working in Milaca only since last August. Quaintance laid out the budget and explained that it will cost approximately the same to retrain another officer. Derus felt that the budget could be adjusted to accommodate the increased expense. The Council authorized the Chief to offer the officer a full-time position.

**Adjourn**

A motion to adjourn was made by Muller, second by Johnson, all present voted in favor and the meeting adjourned at 5:03 p.m.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Bob Derus Interim City Manager

**\*Check Detail Register©**

NOVEMBER 2016 to DECEMBER 2016

			Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk#	816290E	12/19/2016	<b>CENTERPOINT ENERGY</b>		
E 101-45200-381	Utilities		\$18.24	10551998	NATURAL GAS-COMM CTR
E 208-49010-381	Utilities		\$61.02	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities		\$69.33	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities		\$270.09	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities		\$55.61	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities		\$28.91	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities		\$143.31	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities		\$186.30	7142283	NATURAL GAS-LIBRARY
<b>Total CENTERPOINT ENERGY</b>			<b>\$832.81</b>		
Paid Chk#	816291E	12/7/2016	<b>EAST CENTRAL ENERGY</b>		
E 603-49450-381	Utilities		\$36.00	201875902	ELECTRIC
E 603-49450-381	Utilities		\$69.60	203981301	ELECTRIC
E 101-43000-380	Street Lights		\$3,049.23	204619700	ELECTRIC
E 101-45200-381	Utilities		\$35.73	205400900	ELECTRIC
E 602-49400-381	Utilities		\$1,013.00	206041500	ELECTRIC
E 101-45500-381	Utilities		\$669.56	206085200	ELECTRIC
E 602-49400-381	Utilities		\$440.60	206734200	ELECTRIC
E 101-45200-381	Utilities		\$30.63	5379600	ELECTRIC
E 101-49810-381	Utilities		\$128.33	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous		\$59.63	6302100	ELECTRIC
E 603-49450-381	Utilities		\$85.71	6678100	ELECTRIC
E 101-42280-381	Utilities		\$296.91	6751501	ELECTRIC
E 101-42280-381	Utilities		\$422.41	7546001	ELECTRIC
E 101-41940-381	Utilities		\$573.57	8145502	ELECTRIC
E 101-49810-381	Utilities		\$63.06	830700	ELECTRIC
E 101-49810-381	Utilities		\$61.06	831000	ELECTRIC
E 101-43000-380	Street Lights		\$80.45	831300	ELECTRIC
E 101-43000-381	Utilities		\$551.52	831500	ELECTRIC
E 603-49450-381	Utilities		\$575.75	832000	ELECTRIC
E 602-49400-381	Utilities		\$83.91	832100	ELECTRIC
E 101-45600-381	Utilities		\$130.65	832400	ELECTRIC
E 603-49450-381	Utilities		\$80.52	832500	ELECTRIC
E 603-49450-381	Utilities		\$100.97	832600	ELECTRIC
E 602-49400-381	Utilities		\$93.60	833100	ELECTRIC
E 602-49400-381	Utilities		\$54.81	833300	ELECTRIC
E 101-45200-381	Utilities		\$30.10	833400	ELECTRIC
E 101-45200-381	Utilities		\$42.44	833600	ELECTRIC
E 208-49010-381	Utilities		\$93.50	9084202	ELECTRIC
E 602-49400-381	Utilities		\$279.48	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous		\$34.03	97017300	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>			<b>\$9,266.76</b>		
Paid Chk#	816292E	12/20/2016	<b>MILACA LOCAL LINK</b>		
E 619-49900-321	Telephone		\$111.47	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone		\$44.25	320-982-1549	ALARM LINE - LIBRARY
E 101-45200-321	Telephone		\$49.24	320-982-1549	INTERNET-REC PARK
E 101-42280-321	Telephone		\$89.32	320-982-3465	PHONE SERVICE-FIRE
<b>Total MILACA LOCAL LINK</b>			<b>\$294.28</b>		
Paid Chk#	816293E	12/8/2016	<b>UNION SECURITY INSURANCE CO.</b>		
G 101-21707	Disability		\$463.44	4022335-0-1	LTD-DEC 2016
<b>Total UNION SECURITY INSURANCE CO.</b>			<b>\$463.44</b>		
Paid Chk#	816294E	12/30/2016	<b>INCONTACT INC</b>		
E 101-42280-321	Telephone		\$8.04	4020342	LONG DISTANCE SERVICE-FIRE

**\*Check Detail Register©**

NOVEMBER 2016 to DECEMBER 2016

	Check Amt	Invoice	Comment
E 101-41940-321 Telephone	\$43.94	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321 Telephone	\$3.17	4020375	LONG DISTANCE SERVICE-PW
E 101-42110-321 Telephone	\$22.75	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321 Telephone	\$16.69	4021396	LONG DISTANCE SERVICE-DEP REG
E 602-49400-321 Telephone	\$0.17	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321 Telephone	\$9.07	4580547	LONG DISTANCE SERVICE-PARKS
<b>Total INCONTACT INC</b>	<b>\$103.83</b>		
<b>Paid Chk# 816295E 12/6/2016 MIDCONTINENT COMMUNICATIONS</b>			
E 101-42110-321 Telephone	\$65.00	147990801	INTERNET-DEC
<b>Total MIDCONTINENT COMMUNICATIONS</b>	<b>\$65.00</b>		
<b>Paid Chk# 816296E 12/14/2016 SELECT ACCOUNT-HSA</b>			
G 101-21705 Health Saving Account	\$491.18		BURKLUND EE CONTRIB-PR 12/14/2016
<b>Total SELECT ACCOUNT-HSA</b>	<b>\$491.18</b>		
<b>Paid Chk# 816304E 11/9/2016 ENDICIA ACCOUNTING</b>			
E 101-41940-322 Postage	\$500.00		POSTAGE FOR METER
<b>Total ENDICIA ACCOUNTING</b>	<b>\$500.00</b>		
<b>Paid Chk# 816305E 12/30/2016 SELECT ACCOUNT-HSA</b>			
G 101-21705 Health Saving Account	\$675.68		BOSER EE CONTRIB-PR 12/29/2016
<b>Total SELECT ACCOUNT-HSA</b>	<b>\$675.68</b>		
<b>10100 General Bank</b>	<b>\$12,692.98</b>		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$9,352.87
208 CHARITABLE GAMBLING FUND	\$154.52
602 WATER FUND	\$2,108.88
603 SEWER FUND	\$948.55
619 DEPUTY REGISTRAR FUND	\$128.16
	<b>\$12,692.98</b>

**\*Check Detail Register©**

JANUARY 2017

			Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk#	042927	1/17/2017	<b>ALEX AIR APPARATUS, INC.</b>		
G 101-20200	Accounts Payable		\$110.43	31309	ACCESSORY BAG-FIRE
G 101-20200	Accounts Payable		\$231.21	31396	COMPRESSOR REPAIR-FIRE
<b>Total ALEX AIR APPARATUS, INC.</b>			\$341.64		
Paid Chk#	042928	1/17/2017	<b>AMERIPRIDE</b>		
G 101-20200	Accounts Payable		\$35.51	2200564116	RUGS-LIBRARY
G 101-20200	Accounts Payable		\$35.51	2200859105	RUGS-LIBRARY
G 101-20200	Accounts Payable		\$10.42	2200859106	RUGS-CITY HALL
G 619-20200	Accounts Payable		\$20.42	2200859106	RUGS-DEP REG
G 101-20200	Accounts Payable		\$10.42	2200864117	RUGS-CITYHALL
G 619-20200	Accounts Payable		\$20.42	2200864117	RUGS-DEP REG
<b>Total AMERIPRIDE</b>			\$132.70		
Paid Chk#	042929	1/17/2017	<b>ARAMARK</b>		
G 101-20200	Accounts Payable		\$42.98	17173224	UNIFORMS
G 101-20200	Accounts Payable		\$46.64	17176554	UNIFORMS
G 602-20200	Accounts Payable		\$46.64	17176554	UNIFORMS
G 603-20200	Accounts Payable		\$46.65	17176554	UNIFORMS
G 101-20200	Accounts Payable		\$188.90	17181143	UNIFORMS
G 602-20200	Accounts Payable		\$188.91	17181143	UNIFORMS
G 603-20200	Accounts Payable		\$188.90	17181143	UNIFORMS
<b>Total ARAMARK</b>			\$749.62		
Paid Chk#	042930	1/17/2017	<b>ASSOC. OF MN BLDG OFFICIALS</b>		
E 700-50000-433	Dues and Subscriptions		\$100.00		2017 DUES
<b>Total ASSOC. OF MN BLDG OFFICIALS</b>			\$100.00		
Paid Chk#	042931	1/17/2017	<b>AVENET, LLC</b>		
E 101-41940-309	EDP, Software and Design		\$600.00	39836	2017 WEBSITE HOSTING
<b>Total AVENET, LLC</b>			\$600.00		
Paid Chk#	042932	1/17/2017	<b>AW RESEARCH LABORATORIES</b>		
G 603-20200	Accounts Payable		\$505.00	15910	TESTING-SEWER
G 602-20200	Accounts Payable		\$63.00	15942	TESTING-WATER
G 602-20200	Accounts Payable		\$65.00	15973	TESTING-WATER
<b>Total AW RESEARCH LABORATORIES</b>			\$633.00		
Paid Chk#	042933	1/17/2017	<b>BANK OF ZUMBROTA</b>		
E 384-47000-605	Equip Certificate Loan Pmt		\$20,000.00	9129361	PED BRIDGE EQUIP CERT-PRINCIPAL
E 384-47000-610	Interest Expense		\$1,092.00	9129361	PED BRIDGE EQUIP CERT-INTEREST
<b>Total BANK OF ZUMBROTA</b>			\$21,092.00		
Paid Chk#	042934	1/17/2017	<b>BEAUDRY OIL &amp; PROPANE</b>		
G 101-20200	Accounts Payable		\$47.85	373753	SUPPLIES-PW
G 101-20200	Accounts Payable		\$47.85	373755	SUPPLIES-PW
<b>Total BEAUDRY OIL &amp; PROPANE</b>			\$95.70		
Paid Chk#	042935	1/17/2017	<b>BILLINGS SERVICE</b>		
G 101-20200	Accounts Payable		\$176.61		GAS-PARKS
G 101-20200	Accounts Payable		\$302.01		GAS-FIRE
G 101-20200	Accounts Payable		\$19.00		GAS-POLICE
G 101-20200	Accounts Payable		\$1,088.43		GAS-PW
<b>Total BILLINGS SERVICE</b>			\$1,586.05		
Paid Chk#	042936	1/17/2017	<b>BOLTON &amp; MENK INC</b>		
G 101-20200	Accounts Payable		\$480.00	197719	AIRPORT LAYOUT PLAN

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<b>Total BOLTON &amp; MENK INC</b>			\$480.00		
Paid Chk#	042937	1/17/2017	<b>BRIAN MATTHEW HAUER ENTERPRISE</b>		
G 101-20200	Accounts Payable		\$50.53	5139	RECYCLING LIGHT BULBS-PW
<b>Total BRIAN MATTHEW HAUER ENTERPRISE</b>			\$50.53		
Paid Chk#	042938	1/17/2017	<b>CORNER MART</b>		
G 101-20200	Accounts Payable		\$361.11		GAS-PW
G 101-20200	Accounts Payable		\$170.55		GAS-PARKS
G 603-20200	Accounts Payable		\$57.85		GAS-SEWER
G 700-20200	Accounts Payable		\$83.01		GAS-JP
G 101-20200	Accounts Payable		\$850.27		GAS-POLICE
G 101-20200	Accounts Payable		\$34.00		GAS-FIRE
<b>Total CORNER MART</b>			\$1,556.79		
Paid Chk#	042939	1/17/2017	<b>CUSTOM FIRE APARATUS</b>		
G 101-20200	Accounts Payable		\$162.11	17368	REPAIR RESCUE 4-FIRE
G 101-20200	Accounts Payable		\$217.97	17373	REPAIR RESCUE 4-FIRE
<b>Total CUSTOM FIRE APARATUS</b>			\$380.08		
Paid Chk#	042940	1/17/2017	<b>DERUS GOVERNMENTAL CONSULTING</b>		
G 101-20200	Accounts Payable		\$5,996.00		INTERIM CITY MANAGER-NOV 2016
G 101-20200	Accounts Payable		\$5,249.00		INTERIM CITY MANAGER-DEC 2016
<b>Total DERUS GOVERNMENTAL CONSULTING</b>			\$11,245.00		
Paid Chk#	042941	1/17/2017	<b>DOVE FRET LAND PLLP</b>		
G 101-20200	Accounts Payable		\$875.00	73380	CIVIL RETAINER-DEC 2016
G 101-20200	Accounts Payable		\$3,101.76	73381	CRIMINAL RETAINER-DEC 2016
<b>Total DOVE FRET LAND PLLP</b>			\$3,976.76		
Paid Chk#	042942	1/17/2017	<b>E.C.M. PUBLISHERS, INC.</b>		
G 101-20200	Accounts Payable		\$57.60	436186	ORDINANCE 421 AD
G 101-20200	Accounts Payable		\$14.40	438036	SPECIAL MTG 12/8 AD
G 101-20200	Accounts Payable		\$29.00	443144	WARMING HOUSE HELP WANTED AD
<b>Total E.C.M. PUBLISHERS, INC.</b>			\$101.00		
Paid Chk#	042943	1/17/2017	<b>EARL F. ANDERSEN, INC.</b>		
G 101-20200	Accounts Payable		\$76.85	113165	NO PARKING THIS SIDE SIGNS
<b>Total EARL F. ANDERSEN, INC.</b>			\$76.85		
Paid Chk#	042944	1/17/2017	<b>EAST SIDE OIL COMPANIES</b>		
G 101-20200	Accounts Payable		\$58.13	R65856	FILTERS-PW
<b>Total EAST SIDE OIL COMPANIES</b>			\$58.13		
Paid Chk#	042945	1/17/2017	<b>FAIRVIEW HEALTH SERVICES</b>		
G 101-20200	Accounts Payable		\$552.00	75001609	C SMITH PHYSICAL
G 101-20200	Accounts Payable		\$253.00	75001609	T JOHNSON PHYSICAL
<b>Total FAIRVIEW HEALTH SERVICES</b>			\$805.00		
Paid Chk#	042946	1/17/2017	<b>FERGUSON WATERWORKS</b>		
G 602-20200	Accounts Payable		\$285.30	228510	LOCATOR/MONITOR SVC
<b>Total FERGUSON WATERWORKS</b>			\$285.30		
Paid Chk#	042947	1/17/2017	<b>GK CONSULTING LLC</b>		
G 619-20200	Accounts Payable		\$850.00	1409	NEW COMPUTER-DEP REG
E 101-41940-309	EDP, Software and Design		\$900.00	1414	JANUARY NETWORK
<b>Total GK CONSULTING LLC</b>			\$1,750.00		
Paid Chk#	042948	1/17/2017	<b>GOPHER STATE ONE CALL</b>		

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G 602-20200 Accounts Payable	\$14.85	6120562	DEC LOCATES
<b>Total GOPHER STATE ONE CALL</b>	<b>\$14.85</b>		
<b>Paid Chk# 042949 1/17/2017 GRANITE ELECTRONICS</b>			
G 101-20200 Accounts Payable	\$378.00	150001613-1	RADIO PARTS-POLICE
G 101-20200 Accounts Payable	\$240.82	153003292-1	RADIO REPAIR-PW
G 602-20200 Accounts Payable	\$240.83	153003292-1	RADIO REPAIR-WATER
G 603-20200 Accounts Payable	\$240.83	153003292-1	RADIO REPAIR-SEWER
<b>Total GRANITE ELECTRONICS</b>	<b>\$1,100.48</b>		
<b>Paid Chk# 042950 1/17/2017 GRANITE LEDGE ELECTRICAL CONTR</b>			
G 101-20200 Accounts Payable	\$47.50	P16838	CHK COMPRESSOR CIRCUIT-FIRE
E 101-49810-310 Other Professional Services	\$332.50	P16842	WINDSOCK REPAIR-AIRPORT
<b>otal GRANITE LEDGE ELECTRICAL CONTR</b>	<b>\$380.00</b>		
<b>Paid Chk# 042951 1/17/2017 H &amp; L MESABI</b>			
G 101-20200 Accounts Payable	\$216.95	97177	PLOW PARTS-PW
<b>Total H &amp; L MESABI</b>	<b>\$216.95</b>		
<b>Paid Chk# 042952 1/17/2017 HABERMAN, DIONNE</b>			
G 101-20200 Accounts Payable	\$106.08		DEC 2016 OGILVIE MILEAGE
<b>Total HABERMAN, DIONNE</b>	<b>\$106.08</b>		
<b>Paid Chk# 042953 1/17/2017 HACH COMPANY</b>			
G 602-20200 Accounts Payable	\$278.13	10227629	TESTING SUPPLIES
<b>Total HACH COMPANY</b>	<b>\$278.13</b>		
<b>Paid Chk# 042954 1/17/2017 HARDY AUTO PARTS</b>			
G 101-20200 Accounts Payable	\$9.92	3141	PARTS-PW
<b>Total HARDY AUTO PARTS</b>	<b>\$9.92</b>		
<b>Paid Chk# 042955 1/17/2017 HJORT EXCAVATING</b>			
G 602-20200 Accounts Payable	\$1,672.50	2016.499	REPAIR CURB STOP-450 S CENTRAL
G 602-20200 Accounts Payable	\$1,047.50	2016.500	REPAIR CURB STOP-JOJEAN ZIEGLER
G 602-20200 Accounts Payable	\$1,240.28	2016.501	REPAIR CURB STOP-JOJEAN ZIEGLER
G 101-20200 Accounts Payable	\$720.00	2016.502	LABOR-NO PARKING SIGNS-PW
<b>Total HJORT EXCAVATING</b>	<b>\$4,680.28</b>		
<b>Paid Chk# 042956 1/17/2017 HY-TECH AUTOMOTIVE</b>			
G 101-20200 Accounts Payable	\$60.77	27174	DODGE REPAIR-PARKS
<b>Total HY-TECH AUTOMOTIVE</b>	<b>\$60.77</b>		
<b>Paid Chk# 042957 1/17/2017 INTERNATIONAL CODE COUNCIL</b>			
E 700-50000-208 Training and Travel	\$414.00	1000745830	M LIND REGISTRATION
<b>Total INTERNATIONAL CODE COUNCIL</b>	<b>\$414.00</b>		
<b>Paid Chk# 042958 1/17/2017 JOHNSON, WARNE</b>			
G 101-20200 Accounts Payable	\$119.50		WORK BOOTS
G 101-20200 Accounts Payable	\$94.99		SAFETY JACKET
<b>Total JOHNSON, WARNE</b>	<b>\$214.49</b>		
<b>Paid Chk# 042959 1/17/2017 JOHNSONS AUTO TRANSPORT/TOW</b>			
G 101-20200 Accounts Payable	\$90.00	3940	TOW-DODGE TRUCK
<b>Total JOHNSONS AUTO TRANSPORT/TOW</b>	<b>\$90.00</b>		
<b>Paid Chk# 042960 1/17/2017 K.E.E.P.R.S.</b>			
G 101-20200 Accounts Payable	\$1,289.50	317182-02	UNIFORMS-T JOHNSON
G 101-20200 Accounts Payable	\$205.68	329008	UNIFORMS
G 101-20200 Accounts Payable	\$204.99	330583	BOOTS-RASMUSSEN

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<b>Total K.E.E.P.R.S.</b>			\$1,700.17		
Paid Chk#	042961	1/17/2017	<b>KATKE, DELORIS</b>		
E 101-41940-201	Accessories (paper, pens, etc)		\$38.97		REIMB POSTAGE LABELS
<b>Total KATKE, DELORIS</b>			\$38.97		
Paid Chk#	042962	1/17/2017	<b>KNIFE RIVER CORP. - NORTH CENT</b>		
G 101-20200	Accounts Payable		\$20.65	470642	CLASS 5 AGGREGATE
<b>Total KNIFE RIVER CORP. - NORTH CENT</b>			\$20.65		
Paid Chk#	042963	1/17/2017	<b>KOCHS HARDWARE HANK</b>		
G 101-20200	Accounts Payable		\$142.22	3181	SHOP SUPPLIES-PW
G 101-20200	Accounts Payable		\$167.20	3181	UNIFORMS-PARKS
G 101-20200	Accounts Payable		\$89.98	3181	STORAGE CABINET-PARKS
G 101-20200	Accounts Payable		\$86.04	3181	PAINT RINK-PARKS
G 101-20200	Accounts Payable		\$392.77	3181	SHOP SUPPLIES-PARKS
G 101-20200	Accounts Payable		\$71.92	3181	SUPPLIES-FIRE
G 101-20200	Accounts Payable		\$169.99	3181	IMPACT DRILL-POLICE
G 101-20200	Accounts Payable		\$10.99	3181	SUPPLIES-CITY
G 619-20200	Accounts Payable		\$10.99	3181	SUPPLIES-DEP REG
G 602-20200	Accounts Payable		\$30.45	3181	SUPPLIES-WATER
G 101-20200	Accounts Payable		\$52.43	3181	SUPPLIES-AIRPORT
<b>Total KOCHS HARDWARE HANK</b>			\$1,224.98		
Paid Chk#	042964	1/17/2017	<b>LITTLE FALLS MACHINE, INC.</b>		
G 101-20200	Accounts Payable		\$290.50	59261	PARTS-PW
<b>Total LITTLE FALLS MACHINE, INC.</b>			\$290.50		
Paid Chk#	042965	1/17/2017	<b>M.D.R.A.</b>		
E 619-49900-433	Dues and Subscriptions		\$278.00		2017 DUES - #093
<b>Total M.D.R.A.</b>			\$278.00		
Paid Chk#	042966	1/17/2017	<b>MEYERS MILACA PARTS CITY</b>		
G 101-20200	Accounts Payable		\$372.90	2071	PARTS-PARKS
<b>Total MEYERS MILACA PARTS CITY</b>			\$372.90		
Paid Chk#	042967	1/17/2017	<b>MILACA AUTO VALUE</b>		
G 101-20200	Accounts Payable		\$33.98	1302823	PARTS-AIRPORT
G 101-20200	Accounts Payable		\$309.55	1302823	PARTS-PW
G 101-20200	Accounts Payable		\$3.99	1302823	PARTS-FIRE
<b>Total MILACA AUTO VALUE</b>			\$347.52		
Paid Chk#	042968	1/17/2017	<b>MILACA UNCLAIMED FREIGHT</b>		
G 101-20200	Accounts Payable		\$125.86		RINK SUPPLIES-PARKS
<b>Total MILACA UNCLAIMED FREIGHT</b>			\$125.86		
Paid Chk#	042969	1/17/2017	<b>MILACA, CITY OF</b>		
E 101-42400-300	Professional Svcs		\$46,245.00	2017010	JOINT POWERS EXPENSE
<b>Total MILACA, CITY OF</b>			\$46,245.00		
Paid Chk#	042970	1/17/2017	<b>MILLE LACS COUNTY DAC</b>		
G 101-20200	Accounts Payable		\$233.74	115055	CLEANING SVCS -NOV 2016
<b>Total MILLE LACS COUNTY DAC</b>			\$233.74		
Paid Chk#	042971	1/17/2017	<b>MILLER, PATTI</b>		
G 101-20200	Accounts Payable		\$106.08		DEC 2016 OGILVIE MILEAGE
G 101-20200	Accounts Payable		\$22.95		MAILING BOND DOCUMENTS-OGILVIE
<b>Total MILLER, PATTI</b>			\$129.03		

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Paid Chk# 042972	1/17/2017	<b>MINKS, MARY J.</b>			
G 101-20200	Accounts Payable		\$20.00		REIMB - GAS FOR SQUAD - 12/24
	<b>Total MINKS, MARY J.</b>		\$20.00		
Paid Chk# 042973	1/17/2017	<b>MINUTEMAN PRESS</b>			
G 211-20200	Accounts Payable		\$18.98	17774	FLYERS-RRCF
	<b>Total MINUTEMAN PRESS</b>		\$18.98		
Paid Chk# 042974	1/17/2017	<b>MN COMPUTER SYSTEMS INC</b>			
G 619-20200	Accounts Payable		\$34.77	205353	COPIER MAINTENANCE-DEP REG
G 101-20200	Accounts Payable		\$109.26	206131	COPIER MAINTENANCE-CITY HALL
	<b>Total MN COMPUTER SYSTEMS INC</b>		\$144.03		
Paid Chk# 042975	1/17/2017	<b>MN DEPT MANAGEMENT &amp; BUDGET</b>			
G 101-20200	Accounts Payable		\$20.00		ADMINISTRATIVE FINES-DEC 2016
	<b>Total MN DEPT MANAGEMENT &amp; BUDGET</b>		\$20.00		
Paid Chk# 042976	1/17/2017	<b>MN DEPT OF AGRICULTURE</b>			
E 101-45200-437	Other Miscellaneous		\$10.00	20019927	2017 PESTICIDE APPLICATOR LICENSE
	<b>Total MN DEPT OF AGRICULTURE</b>		\$10.00		
Paid Chk# 042977	1/17/2017	<b>MN DEPT OF HEALTH (2)</b>			
E 214-49000-437	Other Miscellaneous		\$222.00	MPH26837355	REC FEST-CAMPING LICENSE
	<b>Total MN DEPT OF HEALTH (2)</b>		\$222.00		
Paid Chk# 042978	1/17/2017	<b>MN STATE FIRE CHIEFS ASSOC (1)</b>			
E 101-42280-437	Other Miscellaneous		\$50.00		TRAILER RENTAL-BUS EXPO
	<b>Total MN STATE FIRE CHIEFS ASSOC (1)</b>		\$50.00		
Paid Chk# 042979	1/17/2017	<b>MN STATE FIRE CHIEFS ASSOC.</b>			
E 101-42280-208	Training and Travel		\$225.00	200001651	TRAINING-BILLINGS
	<b>Total MN STATE FIRE CHIEFS ASSOC.</b>		\$225.00		
Paid Chk# 042980	1/17/2017	<b>MN STATE FIRE DEPT ASSOC REG 7</b>			
E 101-42280-433	Dues and Subscriptions		\$200.00		2017 DUES
	<b>Total MN STATE FIRE DEPT ASSOC REG 7</b>		\$200.00		
Paid Chk# 042981	1/17/2017	<b>MN STATE FIRE DEPT. ASSOC</b>			
E 101-42280-433	Dues and Subscriptions		\$264.00		2017 DUES
	<b>Total MN STATE FIRE DEPT. ASSOC</b>		\$264.00		
Paid Chk# 042982	1/17/2017	<b>MOTOROLA</b>			
G 101-20200	Accounts Payable		\$3,845.25	13139729	RADIO-POLICE DEPT
	<b>Total MOTOROLA</b>		\$3,845.25		
Paid Chk# 042983	1/17/2017	<b>MTI DISTRIBUTING</b>			
G 101-20200	Accounts Payable		\$1,007.66	1097792	TORO PARTS-PARKS
G 101-20200	Accounts Payable		\$405.05	1098496	TORO PARTS-AIRPORT
G 101-20200	Accounts Payable		(\$133.70)	1099696	TORO PARTS-PARKS
	<b>Total MTI DISTRIBUTING</b>		\$1,279.01		
Paid Chk# 042984	1/17/2017	<b>NORTHERN POWER PRODUCTS</b>			
G 101-20200	Accounts Payable		\$32.61	270050	PARTS-AIRPORT
	<b>Total NORTHERN POWER PRODUCTS</b>		\$32.61		
Paid Chk# 042985	1/17/2017	<b>NORTHLAND SECURITIES INC</b>			
E 101-41940-310	Other Professional Services		\$435.00	4804	LTD CONT DISCLOSURE RPTG
	<b>Total NORTHLAND SECURITIES INC</b>		\$435.00		

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Paid Chk#	042986	1/17/2017	<b>NORTHLAND TRUST SERVICES, INC</b>		
E 382-47000-601	Debt Srv Bond Principal		\$130,000.00		GO 2010A PRINCIPAL
E 382-47000-611	Bond Interest		\$10,240.00		GO 2010A INTEREST
E 382-47000-620	Fiscal Agent s Fees		\$247.50		GO 2010A FISCAL AGENT FEE
E 602-49400-601	Debt Srv Bond Principal		\$5,000.00		GO 2010A PRINCIPAL
E 602-49400-611	Bond Interest		\$322.50		GO 2010A INTEREST
E 603-49450-601	Debt Srv Bond Principal		\$30,000.00		GO 2010A PRINCIPAL
E 603-49450-611	Bond Interest		\$2,010.00		GO 2010A INTEREST
E 603-49450-620	Fiscal Agent s Fees		\$247.50		GO 2010A FISCAL AGENT FEE
E 383-47000-601	Debt Srv Bond Principal		\$80,000.00		GO 2012A PRINCIPAL
E 383-47000-611	Bond Interest		\$5,705.00		GO 2012A INTEREST
E 383-47000-620	Fiscal Agent s Fees		\$495.00		GO 2012A FISCAL AGENT FEE
<b>Total NORTHLAND TRUST SERVICES, INC</b>			\$264,267.50		
Paid Chk#	042987	1/17/2017	<b>OXYGEN SERVICE COMPANY</b>		
G 101-20200	Accounts Payable		\$75.90	98519	COMPRESSED GAS-PW
<b>Total OXYGEN SERVICE COMPANY</b>			\$75.90		
Paid Chk#	042988	1/17/2017	<b>QUILL CORPORATION</b>		
G 101-20200	Accounts Payable		\$159.86	2399522	CLEANING SUPPLIES-CITY
G 101-20200	Accounts Payable		\$49.96	2421183	CLEANING SUPPLIES-CITY
G 602-20200	Accounts Payable		\$48.99	2584861	PRINTER TONER-WATER
G 603-20200	Accounts Payable		\$49.00	2584861	PRINTER TONER-SEWER
G 101-20200	Accounts Payable		\$21.09	2901231	CALENDAR-MN DMV
G 101-20200	Accounts Payable		\$99.78	2901231	SUPPLIES-CITY
G 101-20200	Accounts Payable		\$43.69	2914964	SUPPLIES-CITY
<b>Total QUILL CORPORATION</b>			\$472.37		
Paid Chk#	042989	1/17/2017	<b>TDT COMPUTER CONSULTING</b>		
G 101-20200	Accounts Payable		\$42.50	7441	IT SERVICES
<b>Total TDT COMPUTER CONSULTING</b>			\$42.50		
Paid Chk#	042990	1/17/2017	<b>TIMMER IMPLEMENT</b>		
G 101-20200	Accounts Payable		\$21.95	IP22199	PARTS-PW
<b>Total TIMMER IMPLEMENT</b>			\$21.95		
Paid Chk#	042991	1/17/2017	<b>TOTAL CONTROL SYSTEMS, INC.</b>		
G 602-20200	Accounts Payable		\$1,102.30	7744	REPAIR BACKWASH VALVES-WATER
G 603-20200	Accounts Payable		\$1,126.80	7744	MAIN LS REPAIRS-SEWER
<b>Total TOTAL CONTROL SYSTEMS, INC.</b>			\$2,229.10		
Paid Chk#	042992	1/17/2017	<b>WELLS FARGO</b>		
E 303-47000-601	Debt Srv Bond Principal		\$120,000.00	0020601994FB	LIBRARY BOND PRINCIPAL
E 303-47000-611	Bond Interest		\$19,315.50	0020601994FB	LIBRARY BOND INTEREST
<b>Total WELLS FARGO</b>			\$139,315.50		
<b>10100 General Bank</b>			\$517,860.12		

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**Fund Summary****10100 General Bank**

101 GENERAL FUND	\$82,592.82
211 INITIATIVE FOUNDATION	\$18.98
214 REC FEST FUND	\$222.00
303 2006 LIBRARY REVENUE BOND	\$139,315.50
382 2010 G.O. BOND	\$140,487.50
383 2012 G.O. BOND	\$86,200.00
384 2012 EQUIP CERTIFICATE	\$21,092.00
602 WATER FUND	\$11,647.18
603 SEWER FUND	\$34,472.53
619 DEPUTY REGISTRAR FUND	\$1,214.60
700 BRAHAM-MILACA JOINT POWERS	\$597.01
	<hr/>
	\$517,860.12

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<b>10100 General Bank</b>					
Paid Chk#	042846	12/7/2016	<b>FIRST NATIONAL BANK MILACA</b>		
E	386-47000-601	Debt Srv Bond Principal	\$25,000.00		2015 GO PARK BOND-PRINCIPAL
E	386-47000-611	Bond Interest	\$6,545.00		2015 GO PARK BOND-INTEREST
<b>Total</b>	<b>FIRST NATIONAL BANK MILACA</b>		<b>\$31,545.00</b>		
Paid Chk#	042847	12/7/2016	<b>FRONTIER</b>		
E	602-49400-321	Telephone	\$1.80	320-983-0121	PHONE SVC-WATER
E	101-49810-321	Telephone	\$50.95	320-983-2648	PHONE SVC-AIRPORT
E	101-41940-321	Telephone	\$201.65	320-983-3141	PHONE SVC-CITY HALL
E	101-45500-321	Telephone	\$16.20	320-983-3141	PHONE SVC-LIBRARY
E	619-49900-321	Telephone	\$93.90	320-983-3143	PHONE SVC-DEP REG
E	101-41940-321	Telephone	\$50.85	320-983-3412	PHONE SVC-CITY HALL
E	101-42280-321	Telephone	\$49.95	320-983-3465	PHONE SVC-FIRE
E	101-45200-321	Telephone	\$47.85	320-983-5729	PHONE SVC-PARKS
E	602-49400-321	Telephone	\$146.39	320-983-6134	PHONE SVC-WATER
E	101-42110-321	Telephone	\$103.85	320-983-6166	PHONE SVC-POLICE
E	101-43000-321	Telephone	\$106.35	320-983-6547	PHONE SVC-PW
<b>Total</b>	<b>FRONTIER</b>		<b>\$869.74</b>		
Paid Chk#	042848	12/7/2016	<b>JIMS MILLE LACS DISPOSAL</b>		
E	101-43000-310	Other Professional Services	\$100.00	1832413	STREET SWEEPING-NOV
E	101-42280-384	Refuse/Garbage Disposal	\$25.00	211948	GARBAGE-FIRE
E	101-45200-384	Refuse/Garbage Disposal	\$45.37	211948	GARBAGE-PARKS
E	101-43000-384	Refuse/Garbage Disposal	\$80.67	211948	GARBAGE-CITY
E	101-43000-312	Compost	\$300.00	211948	COMPOST
E	101-43000-311	Snow Removal	\$900.00	302877	SNOW REMOVAL-NOV
<b>Total</b>	<b>JIMS MILLE LACS DISPOSAL</b>		<b>\$1,451.04</b>		
Paid Chk#	042849	12/7/2016	<b>MILACA BLDG CENTER</b>		
E	101-41410-217	Other Operating Supplies	\$11.99	3141	ELECTION SUPPLIES
E	101-42110-437	Other Miscellaneous	\$18.22	3141	SUPPLIES-POLICE DEPT
E	101-43000-215	Shop Supplies	\$59.75	3141	SHOP SUPPLIES-PW
E	101-45200-215	Shop Supplies	\$16.00	3141	SHOP SUPPLIES-PARKS
<b>Total</b>	<b>MILACA BLDG CENTER</b>		<b>\$105.96</b>		
Paid Chk#	042906	12/29/2016	<b>AMAZON</b>		
E	101-42110-240	Small Tools and Minor Equip	\$38.64	029373204360	LOCK BOX-SQUAD
E	101-42110-201	Accessories (paper, pens, etc)	\$36.19	062812467677	SHIPPING LABELS-POLICE
<b>Total</b>	<b>AMAZON</b>		<b>\$74.83</b>		
Paid Chk#	042907	12/29/2016	<b>FAMILY HERITAGE</b>		
G	101-21707	Disability	\$135.00	609104	SUPPL LIFE INS - DEC 2016
<b>Total</b>	<b>FAMILY HERITAGE</b>		<b>\$135.00</b>		
Paid Chk#	042908	12/29/2016	<b>JOHNSON, TRAVIS</b>		
E	101-42110-208	Training and Travel	\$527.93		REIMB MENTAL HEALTH TRNG-11/14-11/18
<b>Total</b>	<b>JOHNSON, TRAVIS</b>		<b>\$527.93</b>		
Paid Chk#	042909	12/29/2016	<b>MN POLLUTION CONTROL AGENCY</b>		
E	602-49400-433	Dues and Subscriptions	\$1,240.00	MNG820024	WTP MPDES PERMIT
<b>Total</b>	<b>MN POLLUTION CONTROL AGENCY</b>		<b>\$1,240.00</b>		
Paid Chk#	042910	12/29/2016	<b>U.S. POSTMASTER</b>		
E	602-49400-322	Postage	\$109.23		DEC BILLINGS
E	603-49450-322	Postage	\$109.24		DEC BILLINGS
<b>Total</b>	<b>U.S. POSTMASTER</b>		<b>\$218.47</b>		

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			Check Amt	Invoice	Comment
Paid Chk# 042911	12/29/2016	<b>VERIZON WIRELESS</b>			
E 602-49400-321	Telephone		\$35.01	9776680764	DEC WIRELESS ROUTER SVC
E 101-42110-321	Telephone		\$231.27	9776680764	DEC WIRELESS ROUTER/PHONE SVC
E 101-42280-321	Telephone		\$44.32	9776812822	CELL PHONE SVC-DEC
E 101-43000-321	Telephone		\$98.09	9776812822	CELL PHONE SVC-DEC
E 101-45200-321	Telephone		\$63.55	9776812822	CELL PHONE SVC-DEC
	<b>Total VERIZON WIRELESS</b>		<b>\$472.24</b>		
Paid Chk# 042912	12/29/2016	<b>VISA</b>			
E 101-45200-437	Other Miscellaneous		\$410.00		PLASTIC LINER-RINK
	<b>Total VISA</b>		<b>\$410.00</b>		
	<b>10100 General Bank</b>		<b>\$37,050.21</b>		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$3,769.64
386 2015 GO PARK BOND	\$31,545.00
602 WATER FUND	\$1,532.43
603 SEWER FUND	\$109.24
619 DEPUTY REGISTRAR FUND	\$93.90
	<b>\$37,050.21</b>

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**10900 Liquor Bank**

Paid Chk# 916047E	12/7/2016	<b>EAST CENTRAL ENERGY</b>			
E 609-49750-381	Utilities		\$1,495.01	7115200	ELECTRIC
	<b>Total EAST CENTRAL ENERGY</b>		\$1,495.01		
Paid Chk# 916048E	12/9/2016	<b>CENTERPOINT ENERGY</b>			
E 609-49750-381	Utilities		\$142.36	128-000-782-1	NATURAL GAS
	<b>Total CENTERPOINT ENERGY</b>		\$142.36		
Paid Chk# 916049E	12/20/2016	<b>MN DEPT OF REVENUE</b>			
G 609-20800	Sales Tax Payable		\$16,514.00	9576201	LIQUOR SALES TAX
	<b>Total MN DEPT OF REVENUE</b>		\$16,514.00		
Paid Chk# 916050E	12/15/2016	<b>MILACA, CITY OF (WATER/SEWER)</b>			
E 609-49750-381	Utilities		\$27.33	01-00015990	WATER/SEWER
	<b>Total MILACA, CITY OF (WATER/SEWER)</b>		\$27.33		
	<b>10900 Liquor Bank</b>		\$18,178.70		

**Fund Summary**

<b>10900 Liquor Bank</b>		
609 MUNICIPAL LIQUOR FUND		\$18,178.70
		<u>\$18,178.70</u>

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		Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>				
Paid Chk#	023941	1/17/2017	<b>AMERICAN BOTTLING CO.</b>	
G 609-20200	Accounts Payable	\$201.62	7429771020	NA
<b>Total AMERICAN BOTTLING CO.</b>		\$201.62		
Paid Chk#	023942	1/17/2017	<b>AMERIPRIDE</b>	
G 609-20200	Accounts Payable	\$89.94	2200861612	PAPER TOWELS
G 609-20200	Accounts Payable	\$139.83	2200861612	RUGS
G 609-20200	Accounts Payable	\$90.23	2200866456	RUGS
<b>Total AMERIPRIDE</b>		\$320.00		
Paid Chk#	023943	1/17/2017	<b>CRYSTAL SPRINGS ICE</b>	
E 609-49750-259	Other For Resale	\$193.54	003.B002603	ICE
<b>Total CRYSTAL SPRINGS ICE</b>		\$193.54		
Paid Chk#	023944	1/17/2017	<b>GRANITE CITY JOBBING</b>	
G 609-20200	Accounts Payable	\$432.87	30314	TOBACCO
G 609-20200	Accounts Payable	\$3.69	30314	NA
G 609-20200	Accounts Payable	\$343.00	30314	MISC
G 609-20200	Accounts Payable	\$4.25	30314	DELIVERY
G 609-20200	Accounts Payable	\$962.61	31047	TOBACCO
G 609-20200	Accounts Payable	\$82.76	31047	MISC
G 609-20200	Accounts Payable	\$64.54	31047	NA
G 609-20200	Accounts Payable	\$4.25	31047	DELIVERY
G 609-20200	Accounts Payable	\$680.69	31784	TOBACCO
G 609-20200	Accounts Payable	\$280.36	31784	MISC
G 609-20200	Accounts Payable	\$4.25	31784	DELIVERY
G 609-20200	Accounts Payable	\$641.09	32443	TOBACCO
G 609-20200	Accounts Payable	\$414.21	32443	MISC
G 609-20200	Accounts Payable	\$3.69	32443	NA
G 609-20200	Accounts Payable	\$4.25	32443	DELIVERY
G 609-20200	Accounts Payable	\$781.05	33121	TOBACCO
G 609-20200	Accounts Payable	\$3.69	33121	NA
G 609-20200	Accounts Payable	\$169.49	33121	MISC
G 609-20200	Accounts Payable	\$4.25	33121	DELIVERY
E 609-49750-256	Tobacco Products For Resale	\$990.18	33845	TOBACCO
E 609-49750-259	Other For Resale	\$221.86	33845	MISC
E 609-49750-333	Freight and Express	\$4.25	33845	DELIVERY
E 609-49750-256	Tobacco Products For Resale	(\$156.33)	33901	TOBACCO-CREDIT
<b>Total GRANITE CITY JOBBING</b>		\$5,944.95		
Paid Chk#	023945	1/17/2017	<b>JIMS MILLE LACS DISPOSAL</b>	
G 609-20200	Accounts Payable	\$58.50	219225	REFUSE COLLECTION
<b>Total JIMS MILLE LACS DISPOSAL</b>		\$58.50		
Paid Chk#	023946	1/17/2017	<b>KANABEC PUBLICATIONS</b>	
G 609-20200	Accounts Payable	\$30.00	1200492	ADVERTISING
<b>Total KANABEC PUBLICATIONS</b>		\$30.00		
Paid Chk#	023947	1/17/2017	<b>KOCHS HARDWARE HANK</b>	
G 609-20200	Accounts Payable	\$37.55	3752	SUPPLIES
<b>Total KOCHS HARDWARE HANK</b>		\$37.55		
Paid Chk#	023948	1/17/2017	<b>M. AMUNDSON LLP</b>	
G 609-20200	Accounts Payable	\$109.00	228211	MISC
G 609-20200	Accounts Payable	\$790.80	228463	TOBACCO
G 609-20200	Accounts Payable	\$35.30	228463	MISC
G 609-20200	Accounts Payable	\$771.54	228792	TOBACCO

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	Check Amt	Invoice	Comment
G 609-20200 Accounts Payable	\$14.40	228792	MISC
G 609-20200 Accounts Payable	\$791.55	229148	TOBACCO
G 609-20200 Accounts Payable	\$105.00	229148	MISC
G 609-20200 Accounts Payable	\$960.63	229543	TOBACCO
G 609-20200 Accounts Payable	\$7.80	229543	MISC
G 609-20200 Accounts Payable	\$15.00	229543	SUPPLIES
G 609-20200 Accounts Payable	\$624.24	229895	TOBACCO
G 609-20200 Accounts Payable	\$67.50	229895	MISC
E 609-49750-256 Tobacco Products For Resale	\$647.20	230213	TOBACCO
E 609-49750-259 Other For Resale	\$199.80	230213	MISC
<b>Total M. AMUNDSON LLP</b>	<b>\$5,139.76</b>		
<b>Paid Chk# 023949 1/17/2017 MILLER TRUCKING</b>			
G 609-20200 Accounts Payable	\$28.00	4810	DELIVERY
<b>Total MILLER TRUCKING</b>	<b>\$28.00</b>		
<b>Paid Chk# 023950 1/17/2017 RED BULL DISTRIBUTION CO INC</b>			
G 609-20200 Accounts Payable	\$110.75	K-20965074	NA
E 609-49750-254 Mix/Non Alcoholic	(\$8.17)	K-21565728	NA-CREDIT
<b>Total RED BULL DISTRIBUTION CO INC</b>	<b>\$102.58</b>		
<b>Paid Chk# 023951 1/17/2017 VIKING BOTTLING CO.</b>			
G 609-20200 Accounts Payable	\$103.00	1856259	NA
G 609-20200 Accounts Payable	(\$16.50)	1856260	NA-CREDIT
G 609-20200 Accounts Payable	\$117.00	1861415	NA
G 609-20200 Accounts Payable	(\$8.45)	1861416	NA-CREDIT
G 609-20200 Accounts Payable	\$202.00	1861579	NA
G 609-20200 Accounts Payable	\$162.00	1867534	NA
<b>Total VIKING BOTTLING CO.</b>	<b>\$559.05</b>		
<b>10900 Liquor Bank</b>	<b>\$12,615.55</b>		

**Fund Summary**

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$12,615.55
	<b>\$12,615.55</b>

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			Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>					
Paid Chk#	023892	12/2/2016			<b>BELLBOY CORP.</b>
E 609-49750-251	Liquor For Resale		\$624.00	56301800	LIQUOR
E 609-49750-253	Wine For Resale		\$868.00	56301800	WINE
E 609-49750-251	Liquor For Resale		\$152.00	56304200	LIQUOR
	<b>Total BELLBOY CORP.</b>		<b>\$1,644.00</b>		
Paid Chk#	023893	12/2/2016			<b>BERNICKS</b>
E 609-49750-254	Mix/Non Alcoholic		\$76.15	194403	NA
E 609-49750-252	Beer For Resale		\$1,073.60	194404	BEER
E 609-49750-252	Beer For Resale		(\$14.76)	194405	BEER-CREDIT
E 609-49750-253	Wine For Resale		(\$28.80)	194405	WINE-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$70.90	197087	NA
E 609-49750-253	Wine For Resale		\$120.00	197088	WINE
E 609-49750-252	Beer For Resale		\$557.25	197088	BEER
E 609-49750-254	Mix/Non Alcoholic		\$64.00	199674	NA
E 609-49750-253	Wine For Resale		\$30.75	199675	WINE
E 609-49750-252	Beer For Resale		\$1,724.35	199675	BEER
E 609-49750-252	Beer For Resale		(\$42.52)	199676	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$30.25	202123	NA
E 609-49750-252	Beer For Resale		\$630.35	202124	BEER
	<b>Total BERNICKS</b>		<b>\$4,291.52</b>		
Paid Chk#	023894	12/2/2016			<b>BREAKTHRU BEVERAGE MN</b>
E 609-49750-251	Liquor For Resale		\$2,342.50	1080549996	LIQUOR
E 609-49750-333	Freight and Express		\$41.93	1080549996	DELIVERY
E 609-49750-254	Mix/Non Alcoholic		\$129.56	1080553264	NA
E 609-49750-251	Liquor For Resale		\$671.01	1080553264	LIQUOR
E 609-49750-333	Freight and Express		\$12.95	1080553264	DELIVERY
E 609-49750-252	Beer For Resale		\$246.00	1080553265	BEER
E 609-49750-251	Liquor For Resale		(\$166.20)	2080138249	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$17.58)	2080145591	LIQUOR-CREDIT
E 609-49750-254	Mix/Non Alcoholic		(\$22.08)	2080147649	NA-CREDIT
E 609-49750-251	Liquor For Resale		(\$16.16)	2080151583	LIQUOR-CREDIT
	<b>Total BREAKTHRU BEVERAGE MN</b>		<b>\$3,221.93</b>		
Paid Chk#	023895	12/2/2016			<b>C &amp; L DISTRIBUTING CO.</b>
E 609-49750-253	Wine For Resale		(\$6.69)	355-400	WINE-CREDIT
E 609-49750-252	Beer For Resale		(\$46.30)	355-400	BEER-CREDIT
E 609-49750-252	Beer For Resale		(\$16.00)	355-423	BEER
E 609-49750-252	Beer For Resale		\$7,220.95	639616	BEER
E 609-49750-254	Mix/Non Alcoholic		\$20.45	639616	NA
E 609-49750-253	Wine For Resale		\$75.00	639616	WINE
E 609-49750-252	Beer For Resale		\$301.00	639617	BEER
E 609-49750-253	Wine For Resale		\$28.00	639617	WINE
E 609-49750-254	Mix/Non Alcoholic		\$14.00	642353	NA
E 609-49750-252	Beer For Resale		\$7,937.55	642353	BEER
E 609-49750-253	Wine For Resale		\$28.00	642354	WINE
E 609-49750-252	Beer For Resale		\$551.30	642354	BEER
E 609-49750-252	Beer For Resale		\$4,899.80	645025	BEER
E 609-49750-252	Beer For Resale		\$599.30	645026	BEER
E 609-49750-253	Wine For Resale		\$110.00	645026	WINE
E 609-49750-252	Beer For Resale		\$7,243.15	647678	BEER
E 609-49750-254	Mix/Non Alcoholic		\$117.63	647678	NA
E 609-49750-252	Beer For Resale		\$1,050.17	647679	BEER
E 609-49750-253	Wine For Resale		\$32.00	647679	WINE
E 609-49750-252	Beer For Resale		\$3,005.80	650381	BEER

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		Check Amt	Invoice	Comment
E 609-49750-253	Wine For Resale	\$239.00	650382	WINE
E 609-49750-252	Beer For Resale	\$476.15	650382	BEER
<b>Total C &amp; L DISTRIBUTING CO.</b>		\$33,880.26		
Paid Chk# 023896 12/2/2016 DAHLHEIMER DISTRIBUTING CO.				
E 609-49750-253	Wine For Resale	\$138.50	1223030	WINE
E 609-49750-260	Deposits	(\$30.00)	1223030	DEPOSITS
E 609-49750-252	Beer For Resale	\$7,790.77	1223030	BEER
E 609-49750-252	Beer For Resale	\$3,190.95	134447	BEER
E 609-49750-254	Mix/Non Alcoholic	\$42.00	134447	NA
E 609-49750-252	Beer For Resale	(\$63.40)	134678	BEER-CREDIT
E 609-49750-252	Beer For Resale	\$8,781.69	135149	BEER
E 609-49750-252	Beer For Resale	(\$49.00)	135209	BEER-CREDIT
E 609-49750-252	Beer For Resale	(\$196.80)	135866	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic	\$58.80	135907	NA
E 609-49750-252	Beer For Resale	\$9,825.07	135907	BEER
E 609-49750-252	Beer For Resale	\$5,619.30	136138	BEER
E 609-49750-254	Mix/Non Alcoholic	\$278.75	136138	NA
E 609-49750-252	Beer For Resale	(\$73.80)	136227	BEER-CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO.</b>		\$35,312.83		
Paid Chk# 023897 12/2/2016 DEPT. OF PUBLIC SAFETY (1)				
E 609-49750-433	Dues and Subscriptions	\$20.00		2017 BUYERS CARD #6613
<b>Total DEPT. OF PUBLIC SAFETY (1)</b>		\$20.00		
Paid Chk# 023898 12/2/2016 FRONTIER				
E 609-49750-321	Telephone	\$111.57	320983625511	DEC PHONE SVC
<b>Total FRONTIER</b>		\$111.57		
Paid Chk# 023899 12/2/2016 J.J. TAYLOR DIST OF MN				
E 609-49750-252	Beer For Resale	\$369.00	2581359	BEER
E 609-49750-333	Freight and Express	\$3.00	2581359	DELIVERY
<b>Total J.J. TAYLOR DIST OF MN</b>		\$372.00		
Paid Chk# 023900 12/2/2016 JOHNSON BROTHERS LIQUOR CO.				
E 609-49750-251	Liquor For Resale	\$1,802.50	5578079	LIQUOR
E 609-49750-253	Wine For Resale	\$633.05	5578079	WINE
E 609-49750-333	Freight and Express	\$66.42	5578079	DELIVERY
E 609-49750-253	Wine For Resale	\$24.75	5578792	WINE
E 609-49750-253	Wine For Resale	\$1,083.75	5583261	WINE
E 609-49750-251	Liquor For Resale	\$1,114.75	5583261	LIQUOR
E 609-49750-333	Freight and Express	\$68.05	5583261	DELIVERY
E 609-49750-252	Beer For Resale	\$21.99	5583262	BEER
E 609-49750-251	Liquor For Resale	\$1,278.76	5583263	LIQUOR
E 609-49750-333	Freight and Express	\$9.72	5583263	DELIVERY
E 609-49750-253	Wine For Resale	\$4,403.20	5588917	WINE
E 609-49750-251	Liquor For Resale	\$255.25	5588917	LIQUOR
E 609-49750-333	Freight and Express	\$134.96	5588917	DELIVERY
E 609-49750-253	Wine For Resale	\$67.98	5588918	WINE
E 609-49750-251	Liquor For Resale	\$771.30	5588919	LIQUOR
E 609-49750-333	Freight and Express	\$4.05	5588919	DELIVERY
E 609-49750-251	Liquor For Resale	(\$56.10)	599078	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale	(\$259.44)	599335	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale	(\$52.60)	599856	WINE-CREDIT
E 609-49750-333	Freight and Express	(\$1.62)	599856	DELIVERY-CREDIT
E 609-49750-253	Wine For Resale	(\$49.60)	600677	WINE-CREDIT
E 609-49750-333	Freight and Express	(\$1.62)	600677	DELIVERY-CREDIT

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			Check Amt	Invoice	Comment
<b>Total JOHNSON BROTHERS LIQUOR CO.</b>			\$11,319.50		
Paid Chk#	023901	12/2/2016	<b>NORTHERN HOLLOW WINERY</b>		
E 609-49750-253	Wine For Resale		\$557.57	1036	WINE
<b>Total NORTHERN HOLLOW WINERY</b>			\$557.57		
Paid Chk#	023902	12/2/2016	<b>PHILLIPS WINE AND SPIRITS</b>		
E 609-49750-251	Liquor For Resale		\$2,431.50	2068104	LIQUOR
E 609-49750-253	Wine For Resale		\$297.75	2068104	WINE
E 609-49750-333	Freight and Express		\$63.18	2068104	DELIVERY
E 609-49750-251	Liquor For Resale		\$1,860.00	2071690	LIQUOR
E 609-49750-253	Wine For Resale		\$34.50	2071690	WINE
E 609-49750-333	Freight and Express		\$48.60	2071690	DELIVERY
E 609-49750-253	Wine For Resale		\$419.50	2075558	WINE
E 609-49750-251	Liquor For Resale		\$2,350.65	2075558	LIQUOR
E 609-49750-333	Freight and Express		\$56.70	2075558	DELIVERY
E 609-49750-251	Liquor For Resale		(\$15.00)	249897	LIQUOR-CREDIT
E 609-49750-333	Freight and Express		(\$0.28)	249897	DELIVERY-CREDIT
E 609-49750-253	Wine For Resale		(\$91.00)	251154	WINE-CREDIT
E 609-49750-333	Freight and Express		(\$1.62)	251154	DELIVERY-CREDIT
<b>Total PHILLIPS WINE AND SPIRITS</b>			\$7,454.48		
Paid Chk#	023903	12/2/2016	<b>SOUTHERN GLAZERS OF MN</b>		
E 609-49750-251	Liquor For Resale		\$1,094.06	1474562	LIQUOR
E 609-49750-333	Freight and Express		\$14.21	1474562	DELIVERY
E 609-49750-253	Wine For Resale		\$210.00	1474563	WINE
E 609-49750-333	Freight and Express		\$7.75	1474563	DELIVERY
E 609-49750-251	Liquor For Resale		\$2,885.57	1477267	LIQUOR
E 609-49750-333	Freight and Express		\$39.52	1477267	DELIVERY
E 609-49750-253	Wine For Resale		\$998.00	1477268	WINE
E 609-49750-333	Freight and Express		\$24.80	1477268	DELIVERY
E 609-49750-251	Liquor For Resale		\$1,595.52	1479472	LIQUOR
E 609-49750-333	Freight and Express		\$17.18	1479472	DELIVERY
E 609-49750-253	Wine For Resale		\$688.00	1479473	WINE
E 609-49750-333	Freight and Express		\$10.07	1479473	DELIVERY
<b>Total SOUTHERN GLAZERS OF MN</b>			\$7,584.68		
Paid Chk#	023904	12/2/2016	<b>THE WINE COMPANY</b>		
E 609-49750-253	Wine For Resale		\$392.00	20635	WINE
E 609-49750-333	Freight and Express		\$20.00	20635	DELIVERY
<b>Total THE WINE COMPANY</b>			\$412.00		
Paid Chk#	023905	12/2/2016	<b>TKO WINES INC</b>		
E 609-49750-253	Wine For Resale		\$206.40	4731	WINE
<b>Total TKO WINES INC</b>			\$206.40		
Paid Chk#	023906	12/2/2016	<b>TRUE BRANDS</b>		
E 609-49750-259	Other For Resale		\$528.70	164338	MISC
<b>Total TRUE BRANDS</b>			\$528.70		
Paid Chk#	023907	12/2/2016	<b>VINOCOPIA</b>		
E 609-49750-253	Wine For Resale		\$448.00	165480	WINE
E 609-49750-333	Freight and Express		\$17.50	165480	DELIVERY
E 609-49750-253	Wine For Resale		\$104.00	166624	WINE
E 609-49750-333	Freight and Express		\$3.50	166624	DELIVERY
<b>Total VINOCOPIA</b>			\$573.00		
Paid Chk#	023921	12/29/2016	<b>AMAZON</b>		

**\*Check Detail Register©**

DECEMBER 2016

		Check Amt	Invoice	Comment
E 609-49750-201	Accessories (paper, pens, etc)	\$335.65	077269331399	PRINTER TONER
	<b>Total AMAZON</b>	<b>\$335.65</b>		
<b>Paid Chk# 023922 12/29/2016 MILACA, CITY OF</b>				
E 609-49750-700	Transfer to General Fund	\$50,500.00		TRANSFER TO GENERAL-BANDSHELL
E 609-49750-730	Transfer to Other Fund	\$71,161.18		TRANSFER TO CAP PRJTS-REC PARK IMPROVEMENTS
E 609-49750-322	Postage	\$500.00		REIMB GENERAL FUND - POSTAGE
	<b>Total MILACA, CITY OF</b>	<b>\$122,161.18</b>		
<b>Paid Chk# 023923 12/29/2016 VERIZON WIRELESS</b>				
E 609-49750-309	EDP, Software and Design	\$41.54	9776680764	DEC DIGITAL SIGN
	<b>Total VERIZON WIRELESS</b>	<b>\$41.54</b>		
	<b>10900 Liquor Bank</b>	<b>\$230,028.81</b>		

**Fund Summary**

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$230,028.81
	<b>\$230,028.81</b>

RESOLUTION NO. 17 – 01

RESOLUTION APPROVING BUDGET ADJUSTMENTS

BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following budget changes for 2016:

Act Type	Account		Original Budget	Increase	Decrease
<b>General Fund</b>					
R	101-33160	Other Grants/Gifts	103,620.00	75,840.00	
R	101-33408	Fire Pension State Aid	40,000.00	7,300.00	
R	101-36230	Contributions and Donations	600.00	3,045.00	
R	101-39203	Transfer from Other Fund	7,500.00	10,040.00	
R	101-39204	Transfer from Fire Dept Reserv	35,000.00	60,000.00	
R	101-39209	Transfer from Liquor	30,000.00	50,500.00	
E	101-41310-101	Full-Time Regular	27,050.00	2,500.00	
E	101-41310-201	Accessories (paper, pens, etc)	300.00	1,000.00	
E	101-41310-310	Other Professional Services	1,000.00	11,200.00	
E	101-41410-217	Other Operating Supplies	2,000.00	700.00	
E	101-42110-437	Other Miscellaneous	2,500.00	4,000.00	
E	101-42110-580	Other Equipment	-	3,225.00	
E	101-42280-124	Fire Pension Contributions	40,000.00	7,300.00	
E	101-42280-208	Training and Travel	5,000.00	6,190.00	
E	101-42280-217	Other Operating Supplies	3,500.00	245.00	
E	101-42280-240	Small Tools and Minor Equip	5,000.00	500.00	
E	101-42280-241	Reserve Purchase	-	12,000.00	
E	101-42280-310	Other Professional Services	5,000.00	33,250.00	
E	101-43000-104	Temp-Summer Help	-	5,000.00	
E	101-43000-403	Repair/Maint Streets	50,000.00		5,000.00
E	101-45200-437	Other Miscellaneous	10,000.00	10,000.00	
E	101-45200-530	Improv Other Than Bldgs	-	103,885.00	
E	101-49910-103	Part-Time Employees	22,150.00	1,000.00	
<b>Special Revenue Funds</b>					
E	200-46500-310	Other Professional Services	-	7,400.00	
R	210-36230	Contributions and Donations	35,000.00	60,000.00	
E	210-42280-700	Transfer to General Fund	35,000.00	60,000.00	
R	214-36230	Contributions and Donations	-	3,675.00	
E	214-49000-310	Other Professional Services	7,000.00	3,550.00	
E	214-49000-343	Other Advertising	2,000.00	1,400.00	

<b>Act Type</b>	<b>Account</b>		<b>Original Budget</b>	<b>Increase</b>	<b>Decrease</b>
E	214-49000-437	Other Miscellaneous	1,000.00	3,020.00	
E	214-49000-730	Transfer to Other Fund	-	200.00	
<b>Capital Project Fund</b>					
R	500-39203	Transfer from Other Fund	-	71,165.00	
<b>Enterprise Funds</b>					
E	602-49400-730	Transfer to Other Fund	-	500.00	
E	603-49450-730	Transfer to Other Fund	-	9,540.00	
E	609-49750-700	Transfer to General Fund	30,000.00	50,500.00	
E	609-49750-730	Transfer to Other Fund	22,230.00	71,165.00	
R	619-37900	Motor Vehicle License	105,000.00	10,500.00	
E	619-49900-103	Part-Time Employees	48,050.00	10,500.00	

Adopted this 19<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Bob Derus, Interim City Manager

RESOLUTION #17-02

RESOLUTION TO WRITE OFF NSF/ACCOUNT CLOSED CHECKS

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Milaca, that the City hereby write-off the following Non-Sufficient Funds/Account Closed checks:

**General:**

<u>Name</u>	<u>Date Check Written</u>	<u>Amt.</u>
Larsen, Troy	January 15, 2016	\$25.03
Larsen, Troy	February 15, 2016	\$25.03
Larsen, Troy	March 15, 2016	\$80.06
Swanson, Peter	December 15, 2015	\$48.78
	Subtotal.....	\$178.90

**Deputy Registrar:**

<u>Name</u>		
Grimm, Austin	March 8, 2016	\$100.00
Piatt, Suzanne	October 15, 2015	\$ 15.75
	Subtotal.....	\$115.75

**TOTAL.....\$294.65**

Adopted this 19<sup>th</sup> day of January 2017.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Bob Derus, Interim City Manager

RESOLUTION NO. 17-03

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Milaca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Travis Johnson	\$45.00
M. Judd	\$100.00
Bev & Loren Staup	\$100.00
Unclaimed Freight	\$20.00
Jim's Mille Lacs Disposal	\$50.00
Cindy Biederman	\$100.00
Siemers-Hakes VFW Post #10794	\$350.00
Tammy Creasy	\$100.00
Maxine Hedquist/Alice Slater	\$245.00
Latcham-Lind Lumber	\$100.00
Colin Stup	\$20.00
Andrew Nelson	\$100.00
American Legion #178	\$500.00
ECE	\$2,000.00
Kochs	\$25.00
Teals	\$770.00
Murphy Chevrolet	\$500.00
Granite Ledge Electric	\$600.00
Mille Lacs Area Players	\$500.00
Prince Bait	\$25.00
United Country Milaca Real Estate	\$300.00
Milaca Building Center	\$500.00
First National Bank	\$1,000.00
Milaca Township	\$9,750.00

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MILACA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate recreational facilities and programs either alone or in cooperation with others, as allowed by law.

2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 19<sup>th</sup> day of January, 2017.

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Mayor Harold Pedersen

ATTEST

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Bob Derus, Interim City Manager

RESOLUTION NO. 17-04

A RESOLUTION ASSESSING UNPAID FIRE DEPARTMENT CHARGES FOR SERVICE

WHEREAS the Milaca Fire Department responded to a call at 13436 140th Avenue on May 3, 2016, and,

WHEREAS the invoice for the service has not been paid,

NOW THEREFORE BE IT RESOLVED BY THE MILACA CITY COUNCIL, that the City Council, pursuant to Ordinance No. 368, hereby assesses the following fire department charge for service against the benefited properties for property taxes payable 2018 with a payment period of 1 (one) year and an interest rate of 7 (seven) percent.

\$383.00

Freyholtz/Roger & Carolyn/& Daniel  
13436 140<sup>th</sup> St.  
Milaca, MN 56353  
PID #11-027-0900

Adopted this 19<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Bob Derus, Interim City Manager

RESOLUTION #17-05

RESOLUTION SETTING ANNUAL APPOINTMENTS AND  
OFFICIAL DESIGNATIONS FOR 2017

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca, hereby sets the following annual appointments and official designations for 2017:

Official Newspaper: Union Times

Official Depositories: First National Bank of Milaca, LPL Financial, Morgan Stanley, 4M Fund, any FDIC insured institution

Individuals Authorized to  
Conduct Electronic Funds  
Transfers: Tracy Gann-Olehy  
Bob Derus, Interim City Manager

Mayor Protem: Dave Dillan

Order of Succession for  
Declaring an Emergency: Pedersen-Dillan-Muller-Johnson-Gahm

Commission Appointments:

<b>AIRPORT</b>	<b>TERM ENDS</b>
Ken Muller, Chair	12/31/2019
Steve Nelson, Secretary	12/31/2019
Leo Vos	12/31/2018
Doug Ostien	12/31/2017
Dave Smith	12/31/2017

**PARKS**

Matt Follmuth	12/31/2019
Lynn Galice, Secretary	12/31/2017
Theresa Nelson	12/31/2017
Joe Wildman, Chair	12/31/2017
Cory Grenieger	12/31/2018
Dan Meyer	12/31/2018
Cindy Biederman	12/31/2019

**PLANNING**

Arla Johnson	12/31/2018
Mike Cassens	12/31/2017
Scott Harlicker, Chair	12/31/2019
Pam Novak	12/31/2017
Sherie Billings	12/31/2018
Luke Kotsmith	12/31/2019

Adopted this 19<sup>th</sup> day of January 2017.

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Mayor Harold Pedersen

ATTEST

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Bob Derus, Interim City Manager

RESOLUTION NO. 17 - 06

RESOLUTION ASSESSING UNPAID WATER/SEWER BILLS

BE IT RESOLVED that the following unpaid water and sewer bill be levied against the described property for 2018 property taxes, for 1 (one) year, at a rate of 7 (seven) percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-560-0050	Gallatin Kano, Erech & Kristin Ward	639 2 <sup>nd</sup> Ave SW	\$136.24

Adopted this 19<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Bob Derus, Interim City Manager

## Milaca Parks Commission Meeting Minutes, December 13, 2016

### Council Report:

Milaca Parks Commission meetings will now take place on the first Tuesday of each month at 6:30pm. This change will ensure that the Milaca City Council receives that Milaca Parks Commission meeting minutes before their next meeting.

An offer has made to a candidate for Milaca City Manager. If the offer is accepted, the candidate will start in January.

Budgets cuts are needed and will be achieved through reorganization in all city departments. The Parks Dept. is still hoping to hire someone to develop activities for the Parks. The interim manager and all city department heads are working on establishing goals for the next year.

Signage is still needed in Rec Park. The Parks Commission will need to decide what the signs should say and when and how the signs will be installed. The flag pole to be installed at Gorecki Community Center by Eagle Scouts will be delayed until spring. The Parks Commission will also need to develop a plan for installing the exercise equipment from Fairview Health Services at Rec Park.

### Parks Up-date:

Rec Park Skating Rink: Greg Moyer has established a base of ice in the middle of the rink. Mayor Pete has given Greg Moyer a video from the Moose Lake Hockey Association with tips on making ice for outdoor rinks. Mayor Pete will be asking for volunteers to work at the ice skating warming house. The Mayor has offered to volunteer for a few shifts. Snow Daze will have evening activities and will include a boot hockey tournament.

Greg Moyer listed Parks Department goals for 2017:

- Replace the climbing chain in the Reineke play area.
- Swing set removed to new playground in Rec Park.
- Re-wire lights underground electric at rink.
- Finish landscaping Gorecki Building/Splash Pad area, Rec playground area and fall protection installed.
- Paint large shelter in Rec Park.
- Start to work on water drainage problem in Rec Park.
- Line skating rink and fill area for less water usage.
- Roof smaller shelter in Reineke Park with steel.
- Transplant trees from nursery to parks and other city areas.
- Trim trees in Rec Park.
- Finish cattle crossing out at trails.
- Trim area's on Disc Golf Course.
- Install picnic tables at playground area in Rec Park.
- Install bounce atv in Reineke Park.

Rich Melvin, Milaca Chamber of Commerce would like to bring back the summer carnival as part of Gateway to the North Days. Where would we suggest for a location? Food vendors would need electric,

as would the rides. We would need to keep in mind that Rec Park may be too wet for a carnival in June. Mayor Pete would like to have music at the band shell at least once a month during the spring, summer, fall season.

The cameras in Rec Park are up and running. A few parts from Koch's Hardware enabled the system to re-set itself once a day.

X-country ski trails will need to be shortened up due to a lack of a volunteer trail groomer.

Greg Moyer will be getting a bid to fix the poor acoustic at the Gorecki Community system. Greg would like a quality solution to make the center usable for local musicians. Mayor Pete would like to limit expenditures for the fix to \$1,000.

Greg Moyer has been working with the Milaca Arts Council to find an artist to re-paint the damaged arch in Reineki Park.

Milaca Parks Commission Meeting Minutes, January 3, 2017

Minutes from the December 13, 2016 meeting were approved.

**Council Report:**

Cindy Biederman will become a member of the Parks Commission pending appointment at the next City Council Meeting. Joe Wildman will be the new Chairperson and Lyn Gallice will continue to be secretary.

The search for a new City Manager will be re-opened. The previously chosen candidate turned down the offer of a position as Milaca City Manager.

Snow Daze is coming up in February. Many of this year's events will take place in the evening. These activities will likely include moonlight skiing, a bowling tournament, a boot hockey tournament and ice skating.

A City Council Member will be reviewing the Parks budget requests. Mayor Pete is hoping the budget will include booking frequent events at the Rec Park Band Shell. The Mayor will also be looking for grant funding or corporate funding for a Youth Festival to be held in Rec Park.

The Parks Commission needs to make decisions on signage for Rec Park. Signs need to state the park rules and should have trail maps and Disc Golf Course score cards as well as a map of the course. Information on the Band Shell should also be on the sign. This may need to be more than one sign. Lynn Gallice has contact information for a company in Isle that makes and installs signs. She will forward the information to Mayor Pete.

**Parks Up-Date**

Fairview Health Services has donated approximately \$1,500 for the installation of exercise equipment in Rec Park. Greg Moyer brought in a catalogue of equipment for the group to look at. The Fairview donation will enable us to purchase three pieces of equipment.

Greg Moyer has been holding regular staff meetings to improve communications and reports it has been successful so far.

The ice skating rink at Rec Park opened on December 29<sup>th</sup>. Moyer has spent many days including personal volunteer time to flood the rink. The rink has been averaging 25 skaters a day. Three high school students have been hired to work part time at the rink and so far all three students are doing a good job. Moyer brought in news clipping showing the difficulties that surrounding communities are having making ice.

The cross country ski trails have been packed and fallen trees have been removed from the trails. Freezing rain has made grooming the trails very difficult. A volunteer trail groomer is still needed to open up all of the ski trails.

Local artist Justine Mille has been chosen to paint a new sign for the archway at Reineke Park. Baas Construction repair and raise the archway sometime after the new year.

### **Gorecki Community Building Rental Rates**

Current building rental rates are very low and rental periods have become extended beyond the agreed upon time. People renting on a Saturday must pick up the key by 1:30 on Friday afternoon. They begin using the building at 1:30 on Friday even though they may have only paid to use the building for a portion of one day on the weekend. Renting for a portion of any day makes it very difficult to schedule cleaning and monitor the condition of the building between uses. After much discussion the Parks Commission came up with the following recommendation for Gorecki Community Building rental rates:

Friday, Saturday and Sunday – minimum whole day rental, \$100 per day for Milaca residents, \$120 per day for non-residents.

Monday, Tuesday, Wednesday, Thursday – minimum whole day rental, \$50 per day for Milaca residents, \$60 whole day rental for non-non-residents.

# Policy for Members of the Public Requesting Information from the City of Milaca

## Right to access public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## How to make a data request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 2.

If you choose not use to use the data request form, your request should include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

## How we respond to a data request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 3.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

## Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data.

Upon receiving your written request – you may use the data request form on page 4 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

## Data Practices Contacts

Responsible Authority, Designee and Compliance Official

Bob Derus  
Interim City Manager  
255 1<sup>st</sup> St. E  
Milaca, MN 56353  
Phone: (320) 983-3141  
Fax: (320) 983-3142  
Email: [bderus@milacacity.com](mailto:bderus@milacacity.com)

## Copy Costs – Members of the Public

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

## Notice to Commissioner of Administration: Adoption of Model Policies

The City of Milaca has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Milaca's obligation under Minnesota Statutes, section 13.073, subdivision 6.

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Bob Derus  
Interim City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Commissioner of Administration  
c/o Information Policy Analysis Division (IPAD)  
201 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
[info.ipad@state.mn.us](mailto:info.ipad@state.mn.us)

## Data Request Form – Members of the Public

Request date:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

We will respond to your request as soon as reasonably possible.

Contact information

Name:

Address

phone number

email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

# Policy for Data Subjects Requesting Information from the City of Milaca

## Data about you

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

## Classification of data about you

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

### Public data

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you:

Your name on an application for a license from the City of Milaca

### Private data

We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you:

Your Social Security number

### Confidential data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of confidential data about you:

Your identity as a mandated reporter of child neglect or abuse.

## Your rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

## Access to your data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

## When we collect data from you

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

## Protecting your data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

## When your data are inaccurate and/or incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

## How to make a request for your data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4.

If you choose not use to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 5.

## How we respond to a data request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
  - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 4.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

## Data Practices Contacts

Responsible Authority, Designee and Compliance Official

Bob Derus  
Interim City Manager  
255 1<sup>st</sup> St. E  
Milaca, MN 56353  
Phone: (320) 983-3141  
Fax: (320) 983-3142  
Email: bderus@milacacity.com

## Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

### Actual cost of making the copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

## Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

## Notice to Commissioner of Administration: Adoption of Model Policies

The City of Milaca has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Milaca's obligation under Minnesota Statutes, section 13.073, subdivision 6.

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Bob Derus  
Interim City Manager

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

Commissioner of Administration  
c/o Information Policy Analysis Division (IPAD)  
201 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
[info.ipad@state.mn.us](mailto:info.ipad@state.mn.us)

## Data Request Form – Data Subjects

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

### Contact information

Data subject name:

Parent/Guardian name (if applicable):

Address:

Phone number

email address:

### Staff verification

Request date:

Identification provided:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

We will respond to your request within 10 business days.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

**Memo**

**To: Honorable Mayor and Members of the Milaca City Council**

**From: Bob Derus, Interim City Manager**

**Date: January 17, 2017**

**Re: 2017 Goals and Priorities**

**Introduction**

I am a big advocate of setting goals for the City. Once they are set, accomplishing these goals becomes our template for success. As a manager, I can hold employees and department heads accountable for our progress, or lack of progress on goals. It is very important to involve elected official and staff in setting and prioritizing goals.

**First step**

I have been here a little over two months and in that time I have heard a number of the priorities, so I have listed them below in the immediate "2017 List of Goals." I should also point out that Pete has also added to my list. I have also asked for the Department Heads to Prepare Goals, with the exception of Liquor Manager (I will also ask for her to submit Goals.)

**So, your main task is to think of other goals that you think should be added to this list. I will give you a blank form at the meeting to list the additional goals you would like added, after a brief discussion. After we have assembled the list of all goals, I will then ask you to prioritize it; after that, I will generate a list of 2017 Goals and Priorities.**

**2017 Master List of Goals**

- 1. City Manager Hiring**
- 2. Economic Development**
- 3. More Civic Engagement**
- 4. Hire Police Officer**
- 5. Hire Park Worker**
- 6. Hire Event Coordinator**
- 7. Bring Medical Doctor to City**
- 8. Develop a Community Calendar**
- 9. Promote Greater Involvement and Activities for the Youth of Milaca**
- 10. Implement a "Friends of the Park" program**
- 11. Promote greater volunteerism in Milaca**

## Milaca Police Department-2017

### Personnel

- Add one FT Officer (*not sure what to do about PT Officer*)
- Research opportunities to restructure/commit resources within Milaca Police Department to engage with MLCSO & surrounding departments to address drug issues within Milaca & Mille Lacs Cty
  - Thorough & complete multi agency investigations to help clear criminal cases.
- Engage the MLCSO and surrounding departments on the topic of multi -agency task forces. (i.e.- drug task force, SERT, violent crimes task force, auto theft)

### Capital Expenditure-

- Addition of 3 stalls onto squad garage (build onto west of current space)
- 2018 squad replace; squad will be required as part of rotation to replace aging fleet.

### Programs-

- Establish a Reserve Program – Appoint leader of Reserve Program (someone with long term vision of involvement in program)
- Community Engagement - Continue to engage community at various levels
- Speak to groups regarding public safety concerns
- Continue door to door engagement
- Continue to support/grow Bike Rodeo program
- Begin conversation with department regarding interest in restarting Hooked On Fishing Program

## PUBLIC WORKS GOALS/PROJECTS 2017

- REPLACE UTILITIES IN 100 BLOCK OF 6<sup>TH</sup> ST. N.W.
- INSTALL UTILITIES IN SW RIVER DRIVE
- GET STARTED ON STREET SIGN REPLACEMENT PROJECT (1/3 OF THE TOWN OVER 3 YEARS)
- LINE OR REPLACE SEWER MAINLINE 6<sup>TH</sup> AVE NE
- SEWER CLEANING & TELEVISIONING 1/3 OF TOWN
- REPLACE SIGN WITH NEW DIGITAL SIGN
- REPLACE OR REBUILD SANITARY MANHOLES
- REPLACE OR REBUILD STORM MANHOLES
- CONTINUE TRAINING NEW EMPLOYEES
- CONTINUE SAFETY TRAINING
- CONTINUE MAKING SAFETY UPGRADE TO SHOP & EQUIPMENT FOR A SAFER WORK PLACE.

## PARKS GOALS/PROJECTS 2017

- Finish landscape-Gorecki Bldg-Splash pad; Rec. playground & fall protection installed
- Paint large shelter in Rec.
- Begin water drainage correction Rec. park
- Line skating rink/fill area tom improve rink maint
- Roof small shelter in Reineke Park w steel.
- Transplant trees from nursery to parks/other areas
- Trim trees in Rec. park
- Finish cattle crossing out at trails.
- Trim area's on Disc Golf course.
- Install picnic tables at playground area Rec. Park.
- Install bounce ATV in Reineke Park.
- Replace climbing chain in Reineke play area.
- Swing set removed to new playground in Rec. park.
- Re wire lights underground electric at rink.

## INSPECTIONS-PLANNING AND ZONING

- Streamline nuisance letters/tall grass/junk vehicles/zoning violations – 2 mailings 5 days each? Allow mowing of properties with long grass quicker or maybe issue an Administrative Citation
- ?
- Create a rental housing inspections program
- Continue work on establishing a new meat market
- Would Council like me to attend the EDA meetings